

MINUTES
Parking Advisory Committee
Meeting #10
Newport City Hall Council Chambers
April 19, 2023

Committee Members Present: Janell Goplen (*by video*), Bill Branigan (*by video*), Aracelly Guevara, Gary Ripka (*by video*), and Robert Emond.

Committee Members Absent: Doretta Smith (*excused*), Aaron Bretz, and Jan Kaplan.

City Staff Present: Community Development Director, Derrick Tokos; Justin Scharbrough, Street Superintendent; and Executive Assistant, Sherri Marineau.

1. **Call to Order & Roll Call.** Meeting started at 6:00 p.m.

2. **Approval of Minutes.**

MOTION was made by Bill Branigan, seconded by Robert Emond, to approve the March 29, 2023 Parking Advisory Committee meeting minutes with minor corrections. The motion carried unanimously in a voice vote.

3. **Review of Potential Regulatory Signage Changes and Placement with Street Superintendent Justin Scharbrough.** Tokos reviewed the map of the locations of the regulatory signs on the Bayfront. Scharbrough reported there were 110 sign posts that needed to be installed. A few of these would have two signs. Scharbrough reviewed the location of the replacement of posts on Bay Street and Bay Blvd. They were looking to standardize posts to change them to galvanized posts. When it said they were replacing posts it meant they were bringing the existing pole up to the standards that everyone agreed on. Branigan asked what the green markers on the map were. Tokos explained the green was the meter only area. Goplen asked if the two examples of the signs were two different signs. Scharbrough explained they were two different signs. One showed the kiosk and the other showed the time limit for parking. Goplen asked if the pole have a QR code. Tokos confirmed it would. Branigan asked if the signs would be on both the city and PUD light poles. Tokos reported they would only be on the city poles, not the PUD poles.

Tokos noted that the red markers were for the permit/timed parking. Goplen liked the map and how it showed the locations of the signs. She hoped that the city could put a map like this with sign location on the city's website. Tokos noted the yellow markers were metered permit areas in lots. Goplen asked if the locations were typical in distance of feet. Scharbrough noted they tried to use all of the existing poles. The spacing was decided by two factors, line of sight and distance. All the poles they were replacing were already set at a good distance. They tried to keep the ones on Fall Street and Canyon Way at 12 spaces.

Goplen asked if they could clean up the road and do landscaping when they put in the new posts. Scharbrough asked what she was looking for. Goplen thought the maintenance of the landscaping of the thruways that people traveled should be kept more groomed. Scharbrough noted right of ways would make this complicated because some property owners were responsible for certain areas and others areas were the city's response. Goplen thought it would be nice to offer a bonus that these areas be more beautiful. Tokos said this would stretch the capabilities to get things implemented when they added it to other changes such as resurfacing the parking lots and clean up. They asked Public Works what they could take care of realistically. They said they would do some of the work, and some would

be contracted out to third parties. The sidewalk was being taken over by vegetation and was an area they could peel back so they had the full use of the sidewalks and pedestrians had room to walk.

Tokos continued the review of the locations. He noted the orange markers were permit/paid and permit/timed areas. Tokos reported they had the ability to add arrows on the signs as well.

Tokos asked for comments on if there was anything that seemed out of place. Malloy asked if the red markers were timed. Tokos explained they were timed if someone didn't have a permit. Ripka asked what the timeframe was to put up all the signs. Scharbrough thought the idea was that they had 3 FTE to do this. They had to figure out how much Public Works would do and what they would contract out. Tokos thought they might want to reserve the time for the street crews to do the finishing touches such as the final installation of the regulatory signs. Emond asked if the timing of the signs would happen before or after the kiosks went live. Tokos explained the pay stations would happen concurrent to when the signs were being swapped out. They had to figure this out in terms of staging. The objective was that when things went online everything would be in place. Emond was concerned that there would be a sign for paying to park but nowhere to pay. Tokos explained they would have the kiosks implemented first but they wouldn't be online. They would make it clear that they weren't operable at that time. It would then be a matter of getting the regulatory signs up. Tokos asked if swapping out the poles would be quick. Scharbrough reported it was a matter of taking out a bolt on a square post and it was quick. If the post was round it would take a little more time. Some signs would be swapped out and some would be replaced. Emond noted that some signs said 16 hours parking and thought they discussed that it would be four hours, except by permit. Tokos said they would talking about this later in the meeting.

4. **Discuss Regulatory Sign Concepts.** Tokos reviewed the design of the regulatory signs. He noted the image was a template of what the City of Portland used. Goplen asked if Newport's signs would be the same color or if they would be changed. Scharbrough reported the standard was created through the Manual of Uniform Traffic Control Devices, and became a standard that everyone used. It was better to have the signs the same color because when you saw the signs in different cities it would represent the same thing. Tokos pointed out that green was the most commonly used color. He noted that they might be able to put the four hour limit sign on the top and then the Saturday-Sunday only from November to April signs below, or they might not have to have two signs. Goplen and Emond liked this idea. Scharbrough thought this would be possible and pointed out they needed to remember that putting everything together would shrink the parking kiosk and the letters on the sign. Goplen thought they could use the small sign to say it was a pay to park spot. Guevara asked if these were standard sized signs. Tokos said they were standard and there was some flexibility on what size the signs were. They had to be careful with the overall pole height and what was going on the poles for clearance. Guevara thought the type on the sign had to be large enough for people to see it. Scharbrough noted they could create different variations of the signs and bring them back for the Committee to decide on. They could also make more templates. Goplen liked this.

Tokos reviewed what the different signs would look like for the paid/meter streets with green and yellow markers on the map, and the paid/permit lots that were yellow markers on the map. Emond liked the idea of the parking being the prominent thing people saw so they knew what to expect. Tokos thought this would help them get away from having to explain what the timing was when the area wasn't metered, to make it clear it was four hour parking. He noted it wasn't four hour parking in the lots historically, and the thought was to not change this. Where things were the same they could get away from having a secondary sign and just have the one main sign. Emond agreed and thought if someone wanted to fight a ticket they could say they didn't notice the secondary sign. If it was on a primary sign it would cut down on people's arguments that they didn't understand the parking limits.

Tokos reported the Abbey Street lot was a 12 hour parking lot and the Lee Street lot was 16 hours. He thought it would be nice for them to be consistent. Malloy said that the city code stated 16 hours parking in parking lots unless otherwise posted. Emond asked who defined this. Malloy said the city, and there would have to be an ordinance change because it was a traffic order. Tokos thought they could do a resolution for the entire package of changes for this. Emond asked what the justification was to have such a long time to park in the lots. Malloy explained this was for the workers and charters. Emond wondered if this could be solved by permit sales and asked if it made sense to say a blanket four hour parking for local people or tourists. Then, the people who had a working reason would buy the permits rather than a blanket exception in off hours to allow people to park for such a long period of time. Tokos noted they were working under the premise that they didn't have congestion issues outside of the 11 am to 7 pm from May to October and why they weren't charging for it. He questioned what would be the harm in having an alternate longer period of time for those lots if they weren't as heavily congested during those periods of time. Emond noted that if they had greater tourism in the future, it would be easier to extend parking instead of taking it away. If they were changing it now they should change it to the least permissive, and they could always be more permissive later. Ripka thought the longer parking areas were for plant workers and workers in general. If these people knew they had a spot they could park without permits it would clear up a lot of confusion. Tokos asked if 12 or 16 hours would be sufficient. Ripka thought 16 hours would be better. Tokos didn't see why the Abbey Street lot couldn't be the same as the Lee Street lot and be 16 hours. Emond and Ripka agreed that they all needed to be the same. Tokos noted that by keeping it to 16 hours they were telling the fish workers they didn't have to have permits all year and it would be a seasonal permit for the workers. There was general agreement to have the lots set to 16 hours in the off season.

Tokos reviewed the permit/times street signs. Goplen was concerned about some of the workers on the Bayfront who worked eight hours having to move their cars after four hours, or having to park in a lot. Tokos said they could also get a permit and if it was off season the lots would be available.

Tokos reviewed the permit/timed lots. Emond thought the 16 hour sign was clear. Goplen preferred the 11 am to 7 pm on one line, instead of on two lines.

Tokos reviewed the loading zone signs. Emond asked if they could add the word "active" loading zones. Tokos explained they had an exemption for those that had a right-of-way permit and how they handled this. Malloy explained how the Police didn't have the staff to monitor and follow up on this. Emond asked if it should be 20 minute parking or a loading zone. Tokos said it was parking for the purpose of loading. Generally the process plants didn't have a 20 minute loading sign in front of the plants. Malloy noted that the monitorers would be able to drive by the vehicle and see how long it had been parked. Scharbrough said he would have to look into the traffic loading zones and how they would be defined in traffic orders so they could change them. Tokos reported they would do a new master traffic order that said what the change was for each of the locations. Scharbrough thought standardizing the Bayfront would be a good improvement. Tokos would make some adjustments and bring it back to the Committee as a round two. Goplen asked when the Committee saw the signs would they be on a black/brown pole. Scharbrough would bring a sample. Goplen thought they could provide photos. Tokos noted they wanted to do a full sample to make sure the color looked right in person.

Tokos asked if there was consensus to adjust the Bayfront to three hours instead of four hours. Goplen liked four. Emond liked three. Tokos said three would encourage more turnover and shouldn't impact the restaurants or tourists. Goplen noted that if someone had an eight hour shift and came into work at 3:00 a.m., they wouldn't go over the limit. Emond thought it was good and though they would want to change Nye Beach to four hours. Malloy was concerned because they would only have one person

in charge of parking, and the majority of their time would be on the Bayfront. The three hours would be a quicker turnover for them to monitor parking, and they would pretty much not leave the Bayfront. Four hours would give them an opportunity to monitor, and they could do it twice in their shift. Three hours would be messy. Tokos thought this was a good case on why they should change the Nye Beach parking to four hours instead of three for consistency. The Committee was in general agreement to limit parking to four hours. Tokos said they would leave the parking at four hours and see how it goes. Branigan asked if Nye Beach would remain the same. Tokos noted it would stay the same and when they eventually had the discussion for Nye Beach they look to change it to four hours.

5. **Potential Changes to Loading Zone Areas.** Tokos reviewed the updated map of the loading zones. Goplen asked Tokos to talk about changes that might change the Bayfront so the Committee could consider them. Tokos reviewed the map of the locations of the different types of paid parking zones, and showed photos of the loading zones. Malloy noted that large trucks parked for a number of hours when they were loading without anything happening. It took longer than 20 minutes to load these trucks. He didn't know of a way to fix this. Tokos noted they had the ability to go with more than 20 minutes in the loading zones. Malloy noted these were primarily large trucks that took longer to load. Ripka reported that another loading zone was used to load crab and it took longer than 20 minutes to unload the trucks. Tokos asked what he thought would be a reasonable time frame. Ripka thought it should be a couple of hours. Malloy asked if they could designate these areas as commercial loading zones instead of regular ones. Ripka thought the police did a good job of recognizing what was going on. Tokos pointed out they saw cars parked in the loading zones. He asked if one hour for loading was unreasonable. Ripka didn't think so, but thought 20 minutes was too short. Malloy wanted to make it so passenger cars couldn't unload in the commercial loading zones. Tokos thought a time limit would help with this. He thought a one hour limit could allow the police to enforce. Malloy suggested they leave it the way it was and give discretion to the police to enforce. Scharbrough noted there were passenger loading zones and commercial loading zones, and he would have to look up if they could combine the two. Goplen liked the 20 minutes. Ripka wanted it to be a little longer, like an hour. Tokos thought they could look at a one hour on the bay side for commercial.

Tokos continued the review of the loading locations on the Bayfront. Ripka didn't see the Fall Street loading zone being used often. Goplen saw people parking there and running in to grab things from the Fish Peddler. Tokos noted the taco food truck parked there as well. Ripka asked if that fell under the loading zone. Tokos said they had a mobile license and they could be there for a period of time. Malloy thought this loading zone should be taken out because of the intersection, and it should be change to no parking. Goplen asked if the businesses across the street used it. Malloy said they had their own parking spaces. He didn't want anyone parking there because the intersection was congested in the summer and cars would stack up. There was a narrow site distance to pull out of the lot as well. Ripka asked where the handicapped parking was and if this could be an area for one. Malloy liked that idea. Tokos said it was hard to get a compliant ADA space added because it needed a ramp. They had an ADA space in this lot already. Ripka reported how handicapped parking was limited on the Bayfront and thought this would be a great spot for it. Malloy asked if there could be a second one added to the lot. Tokos said ideally these spaces should be next to businesses. Ripka pointed out this was a very high use area. Malloy asked if it was expensive to put a cutout in a curb. Tokos explained they had to maintain certain width on the sidewalk. He thought if they wanted another ADA spot they should put it in the lot and then when they resurfaced the lot they put in the clear space for van accessible so people had a way to get out in an compliant space. Goplen like this. Emond suggested they talk to the merchants across the street before deciding whether it should be eliminated to see what their usage was. Tokos thought they should flag this one for removal and then have a discussion point when they did outreach. There was general agreement by the Committee for this approach.

Tokos continued reviewing the location of the loading zone where the dock was falling into the water.

He questioned if they should maintain this section because they had a driveway that wasn't currently working. Goplen pointed out that delivery drivers like using this area as a loading zone. Ripka noted Hallmark used this for their dock. Tokos said they could keep this as loading zone and eliminate the driveway. They would be looking to put in the sidewalk there.

Tokos reviewed the loading zone by Pacific Seafoods that didn't have a sign. Malloy wanted a sign there. Ripka reported they utilized this area a lot. Tokos also thought it should be signed.

Tokos reviewed the loading zone by Pacific Seafoods that needed striping. He then reviewed the loading zones by Port Dock 3, and Port Dock 5. Malloy noted the area by Port Dock 5 was sandwiched between parking spaces. Tokos reported it needed to be painted and would be stretched out.

Tokos reviewed the zones near Local Ocean and Schiewe Marine Supply. Malloy noted that this area was the most trouble for the police because people would park longer than 20 minutes. Tokos thought they should keep it as is and enforce, then if it became a problem they could change it from short term parking. Ripka thought it should be a one hour zone. Tokos noted they were trying to make it consistent with the loading zones on the west side and most were going to be 20 minutes.

Tokos reviewed the Ripley's loading zone, and the candy shop loading zone. Goplen asked why this was a loading zone. Tokos explained when they shifted to metering they needed an area for 20 minute parking. A discussion ensued regarding the need for this loading zone for the businesses in the area. There was general consensus to keep it as a loading zone.

Tokos reviewed the Oceanic Arts loading zone. Malloy thought they should stretch the green area out there so it was easier to park.

Tokos said that what he heard was that there was general agreement by the Committee to flag the loading zone at the bottom of Fall Street for potential removal, and stretch the green area out. There was also discussion on going with one hour versus a 20 minute loading zone on the bay side because the area was commercial oriented.

6. **E-Permit Pricing and Availability.** Tokos deferred the discussion to the next Committee meeting.
7. **Timing and Location for Outreach with Affected Stakeholders.** Tokos noted that it was important for stakeholders to learn about the upcoming changes. They needed the engagement to be done in person, along with online for those who couldn't attend meetings. They would be reaching out to the seafood processors and retailers to arrange meetings with them. They would also line up discussions with the commercial fishing folks doing a Port of Newport meeting. Tokos noted they didn't want to schedule those meetings until they had a clear understanding of the regulatory program, the different options they mapped out with the vendor, and the schedule for implementation. He explained there was a target date to do these things, but the actual implementation date was less important than getting it right with the stakeholders. Goplen agreed. She thought people whose livelihoods depended on being able to access their businesses might feel more entitled to special attention than the general public. She proposed they do a Zoom call with the fishing industry and retailers where it was more intimate and personal. That way it wasn't a whole meeting for just the general public. Tokos said they were free to do a one on one discussion with them. He was available for these discussions and thought they would want a city staff member present to answer any questions the Committee members couldn't. Ripka noted they did this years before at a Port meeting. He thought it would be good for Tokos and Bretz to attend a user group meeting and be prepared to answer question for them. Ripka thought they could do a user group meeting and a Port Commission meeting as well. Goplen asked if they prepared a video presentation

they did for the group of people they presented to in the past. Tokos reported they did some handouts and had a group discussion with these folks. They weren't ready to schedule these meetings yet because they still had work to do to get things organized. Tokos noted they needed to talk about the scope and nature of the outreach they were going to do. They could do a PowerPoint presentation with a fact sheet and other information to present. Goplen said she was happy to put together a video presentation that would grab attention. She could also put together the information and do Zoom meetings. Guevara said she could help with the Spanish as well. Ripka thought there needed to be something specifically done for the fish plants. Goplen suggested Tokos put together a timeline on which groups they needed to reach out to. Guevara said she could interpret as well. Ripka thought they should bring in Steven and Janet Webster for their thoughts on this as well. Tokos noted the Websters were tracking this and weighing in on it when needed. He stated what he heard was there was a general desire to be active and tackle this as a team in various ways when they were ready. Tokos would outline where meetings would land on a schedule. He reported they were still having a back and forth with T2 Systems and didn't have a contract yet. Once this was done they could build in a schedule to get better information from the vendor as to when certain pieces will be available. They would talk to Public Works about getting the poles and all the pieces, and then fill in a schedule that would show the window of when they needed to do outreach.

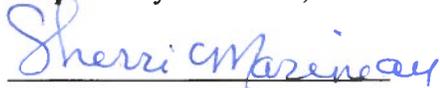
Goplen asked how far out the materials and maps would be and what the timeline was for that. Tokos would try to put together some bullet points on these factors for the next meeting.

Tokos noted that Cris Torp provided public comment that didn't get included in the last packet. He was clear that he wanted to make sure the outreach was as broad as possible so people had an understanding and a chance to provide feedback. Goplen asked if they wanted to do a survey or postcard. Tokos said not so much because they were for a broader citywide type of survey. He thought this was more about getting information to people and giving them a chance to provide feedback if they thought this was off base. Goplen noted that the city meetings in general weren't advertised well. She thought they could do a better job of putting times on the Chamber of Commerce website. Goplen thought that industry meetings that were being led and guided would work better. Tokos thought they would want to build the materials over a course of a few meetings so they were ready to do the outreach. He encouraged the Committee to be patient with the roll out because it would take longer than they thought it would. Ripka asked when the implementation would be done. Tokos thought it would happen in the late summer. He wanted to make sure that when they were moving it forward it was ready. Ripka thought implementing after summer was better. Goplen didn't think they should put any brakes on it and move forward with it when it was ready.

8. **Public Comment.** None were heard.

9. **Adjournment.** Having no further business, the meeting adjourned at 8:09 p.m.

Respectfully submitted,



Sherri Marineau

Executive Assistant